

MINUTES

THE BOARD OF TRUSTEES OF PALLISER SCHOOL DIVISION

REGULAR MEETING

BT20241126

DATE: November 26, 2024

9:00 a.m

Virtual

Trustees in Attendance: Lorelei Bexte, Chair (virtual)
Tony Montana, Vice-Chair (virtual)
Debbie Laturnus, Trustee (virtual)
Mike Oliver, Trustee
Sharon Rutledge, Trustee
Louise Schmidt, Trustee (virtual)

Staff in Attendance: Dave Driscoll, Superintendent
Tom Hamer, Deputy Superintendent
Audrey Kluin, Associate Superintendent
Hailey Pinksen, Associate Superintendent
Cindy Rogers, Director of Finance

Recording: Michelle Taylor

1. CALL TO ORDER

Board Chair, Lorelei Bexte, called the meeting to order at 9:01 a.m.

2. MOVE TO *IN-CAMERA*

Resolution # BT20241126 - 01

Moved by: Trustee Mike Oliver

That the meeting moves *In-Camera*, at 9:01 a.m., pursuant to Section S64(3) of the Education Act, and Division 2 of Part 1 of the Freedom of Information and Protection of Privacy Act, and Revised Statutes of Alberta 2000, Chapter S-3 and amendments thereto, to discuss Privileged Information with regards to identified In-Camera Items.

CARRIED

MOVE OUT OF *IN-CAMERA*

Resolution #BT20241226 - 02

Moved by: Trustee Louise Schmidt

Chairperson: 

Secretary Treasurer: 

That the meeting moves out of *in-camera* at 9:39 a.m.

CARRIED

3. ADOPTION OF AGENDA

Resolution # BT20241126 - 03

Moved by: Trustee Mike Oliver

That the agenda be adopted as presented.

CARRIED

4. BUSINESS ARISING FROM *IN-CAMERA*

There were no motions arising from *in-camera*.

5. ACTION/DISCUSSION ITEMS

5.1. Approval of 2023-2024 Audited Financial Statements

Cindy Rogers, Director of Finance, presented the Audited Financial Statements Facts And Figures report.

The Audited Financial Statements Report is included in these minutes on page 4.

The Board Chair thanked the Associate Superintendent, Business Services and the Director of Finance for their hard work throughout the auditing process.

The Audit Committee reviewed the 2023-2024 Audit Report with the KPMG auditors on November 25, 2024. The auditors were satisfied with the information reviewed. The Audit Committee recommended that the Board accept the 2023-2024 audit.

Resolution # BT20241126 - 04

Moved by: Trustee Tony Montana

That at the recommendation of the Audit Committee, the Board approves the audited financial statements for the 2023-2024 school year as presented.

CARRIED

5.2. Approval of the 2023-2024 Palliser School Division Annual Education Results Report (AERR)

The Board of Trustees reviewed the draft 2023-2024 Annual Education Results Report (AERR) at the November 12, 2024, Regular Meeting. The Learning Services team has finalized the AERR and presented the final draft to the Board. The report is ready to submit to Alberta Education.

Chairperson:



Secretary Treasurer:



The Board Chair thanked the Associate Superintendent, Learning Services, and the Learning Services Team for their work on the AERR.

Resolution # BT20241126- 05

Moved by: Trustee Sharon Rutledge

That the Board approves the 2023-2024 Palliser School Division Annual Education Results Report and directs Administration to submit the report to Alberta Education.

CARRIED

5.3. Appointment of Secretary Treasurer

Hailey Pinksen, Associate Superintendent, Business Services and Secretary Treasurer will leave the division on November 29, 2024. Cindy Rogers, currently in the role of Director of Finance with the division, is the incoming Associate Superintendent, Business Services, and will assume the role of Secretary Treasurer of the division.

The Board Chair thanked Ms. Pinksen for her time and work with the division and wished her well in her new endeavours.

The Board Chair thanked Ms. Rogers for taking on this new role.

Resolution # BT20241126- 06

Moved by: Trustee Debbie Larnus

That Cindy Rogers, Associate Superintendent, Business Services, be appointed as Secretary-Treasurer of The Palliser School Division as of November 29, 2024.

6. ADJOURNMENT

Being no further business before the Board, the meeting was adjourned at 10:08 a.m.

Chairperson:

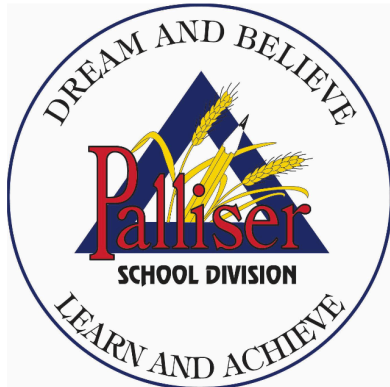


Secretary Treasurer:



AUDITED FINANCIAL STATEMENTS

Summary Report



**THE PALLISER
SCHOOL DIVISION**

2023/2024

**AUDITED FINANCIAL
STATEMENTS**

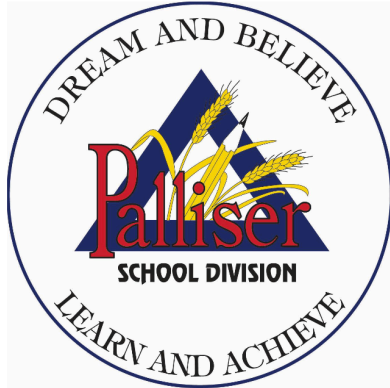
FACTS AND FIGURES

Chairperson:

Louise E Bente

Secretary Treasurer:

T. Bente



AFS Operating Surplus/(Deficit)

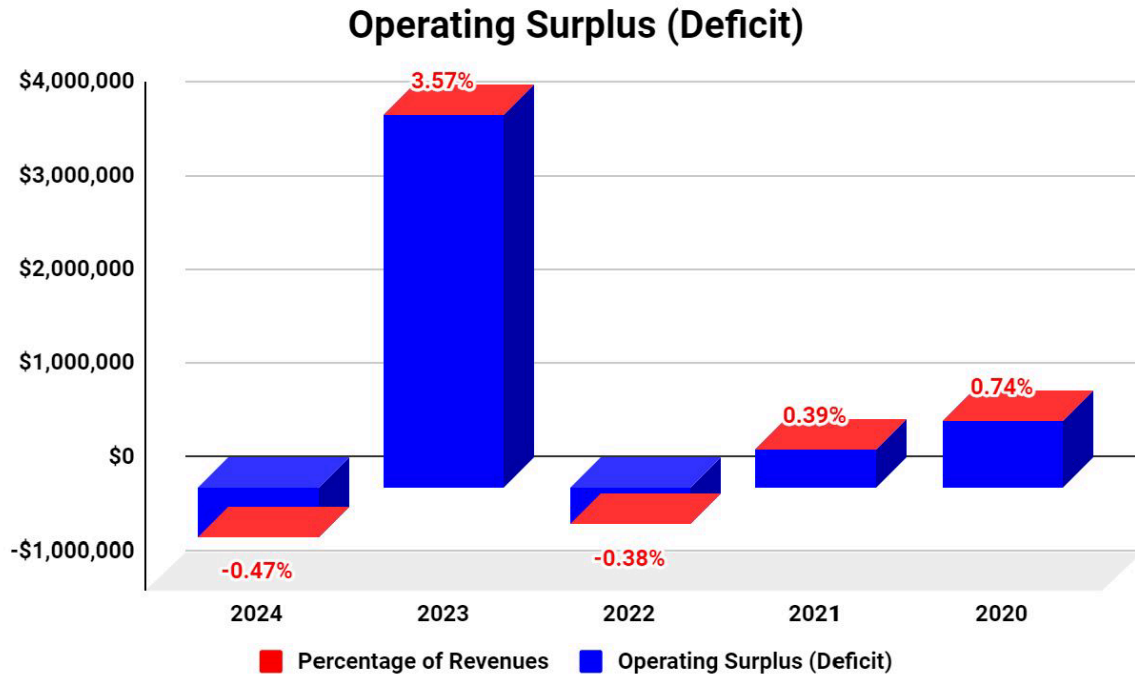
- Current AFS 2023/24 - (\$527,804) Deficit
 - 0.47% of Annual Revenues
- Prior Years
 - 2022/23 - \$3,958,621 Surplus, 3.57%
 - 2021/22 - (\$389,891) Deficit, (0.38%)
 - 2020/21 - \$392,160 Surplus, 0.39%
 - 2019/20 - \$702,608 Surplus, 0.74%
 - 2018/19 - \$1,420,951 Surplus, 1.44%
- \$5,556,645 Surplus 2019-2024

Chairperson:

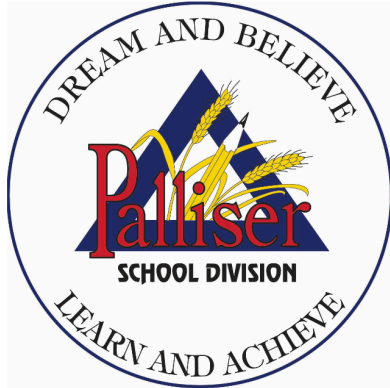
Louise E Bente

Secretary Treasurer:

T. Bente



Chairperson: *Louise Bente* Secretary Treasurer: *TPenther*



AFS Operating Surplus/(Deficit)

Detailed by Program

Instruction
Plant Operations & Maintenance
Transportation
Board & System Administration

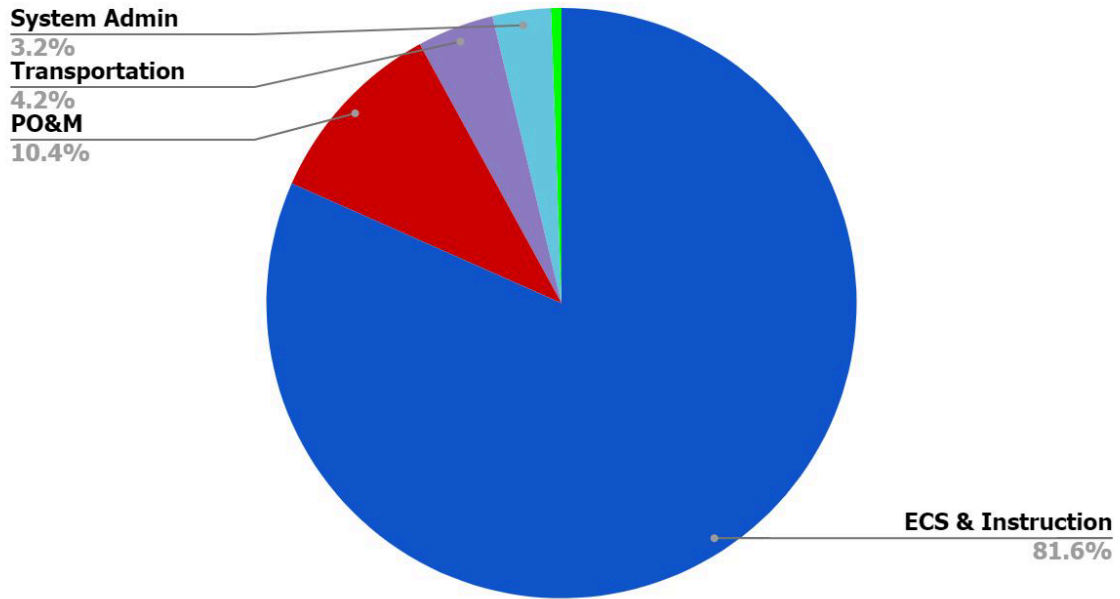
Chairperson:

Louise E Bente

Secretary Treasurer:

T. Bente

2023 - 2024 Expenditure Comparative

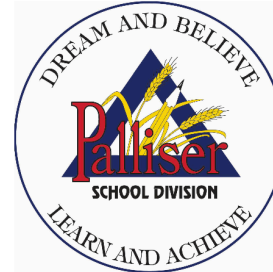


Chairperson: *Louise E Berte*

Secretary Treasurer: *TParker*

Instruction (PreK - Grade 12)

- Surplus of \$147,815, 0.16% (4.70%, 2023) of Instruction Revenue
- Budgeted (\$1,077,395) Deficit
- Actual vs. Budget \$1,225,210 difference
 - \$5.2 Million Increase in Revenues
 - -\$4.1 Million Increase in services & supplies
 - \$150,000 Decrease in anticipated clawback
 - \$615,000 Increase in AB ED targeted funding
 - \$475,000 Increase in interest income
 - \$550,000 Increase in international income
 - \$330,000 Increase in Federal revenue
 - -\$380,000 Increase in uncertificated staffing
 - -\$500,000 Increase in services & supplies
- 70.8% (72.2%, 2023) of spending on Cert Staff
- 16.8% (16.4%, 2023) of spending on Uncert Staff



Chairperson:

Louise E Bente

Secretary Treasurer:

T. P. Bente

Instructional staffing statistics as presented on Audited Financial Statements

YEAR	SCHOOL BASED CERTIFICATED FTE	SCHOOL BASED SUPPORT STAFF FTE
2023-2024	516	308
2022-2023	518	306
2021-2022	508	310

Chairperson:

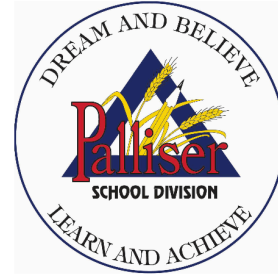
Louise E Bente

Secretary Treasurer:

T. P. Bente

Plant Operations & Maintenance

- Deficit of -\$919,300, -8.43% (-6.78%, 2023) of PO&M Revenue
- Budgeted -\$1,182,103 Deficit
- Actual vs. Budget \$262,803 difference
 - -\$50,000 Increase in custodial salary costs
 - \$310,000 Property & liability insurance savings



Chairperson:

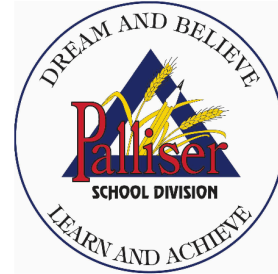
Louise E Bente

Secretary Treasurer:

T. P. Bente

Transportation

- Surplus of \$184,807, 3.71% (9.20%, 2023) of Transportation Revenues
- Budgeted \$262,487 Surplus
- Actual vs. Budget, -\$77,680 difference
 - \$234,000 Fuel Price Contingency funding
 - \$250,000 Increase in student fees & other revenue
 - -\$200,000 Decrease in transportation funding
 - -\$237,000 Increase in bus driver salary costs
 - -\$127,000 Increase in services contracts and supplies



Chairperson:

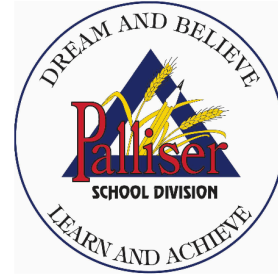
Louise E Bente

Secretary Treasurer:

T. P. Bente

Board & System Administration

- Surplus of \$49,887, 1.35% (-0.39%, 2023) of Admin Revenues
- Budgeted \$397,011 Surplus
- Actual vs. Budget, -\$347,124 difference
 - Addition of payroll manager, payroll benefits position, payroll casual support and additional HR advisor
 - 2 Associate superintendent business services for months of May - August 2024



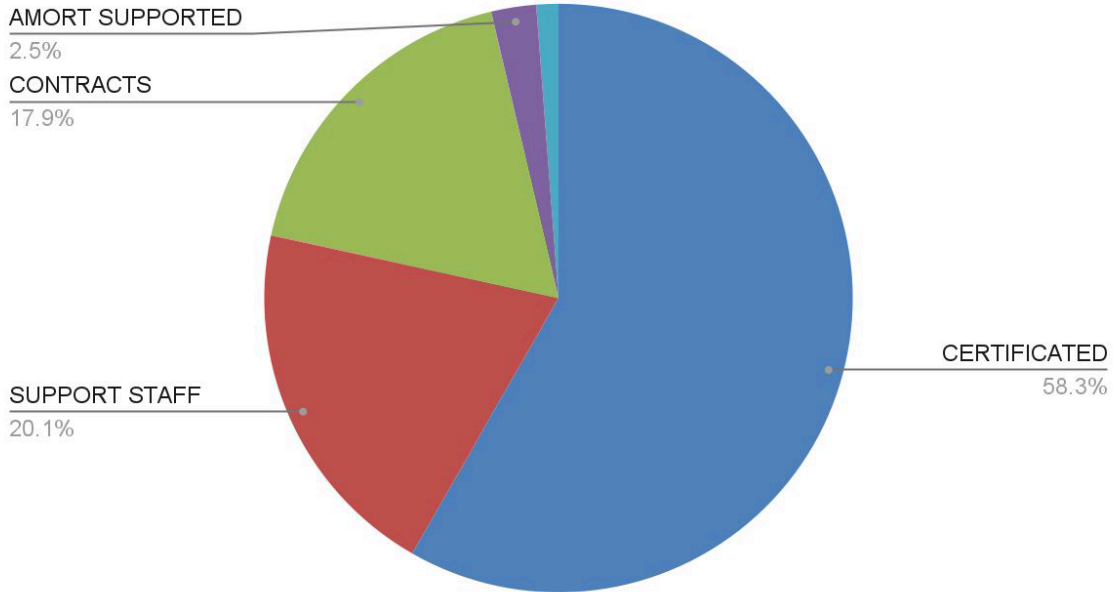
Chairperson:

Louise E Bente

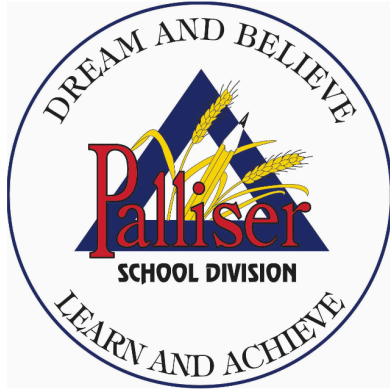
Secretary Treasurer:

T. Penner

2023-2024 EXPENSE BREAKDOWN



Chairperson: *Louise E Berte* Secretary Treasurer: *TParker*



Accumulated Operating Surplus

• 2023/2024 Accumulated Operating Surplus of \$12,341,944 is comprised of:

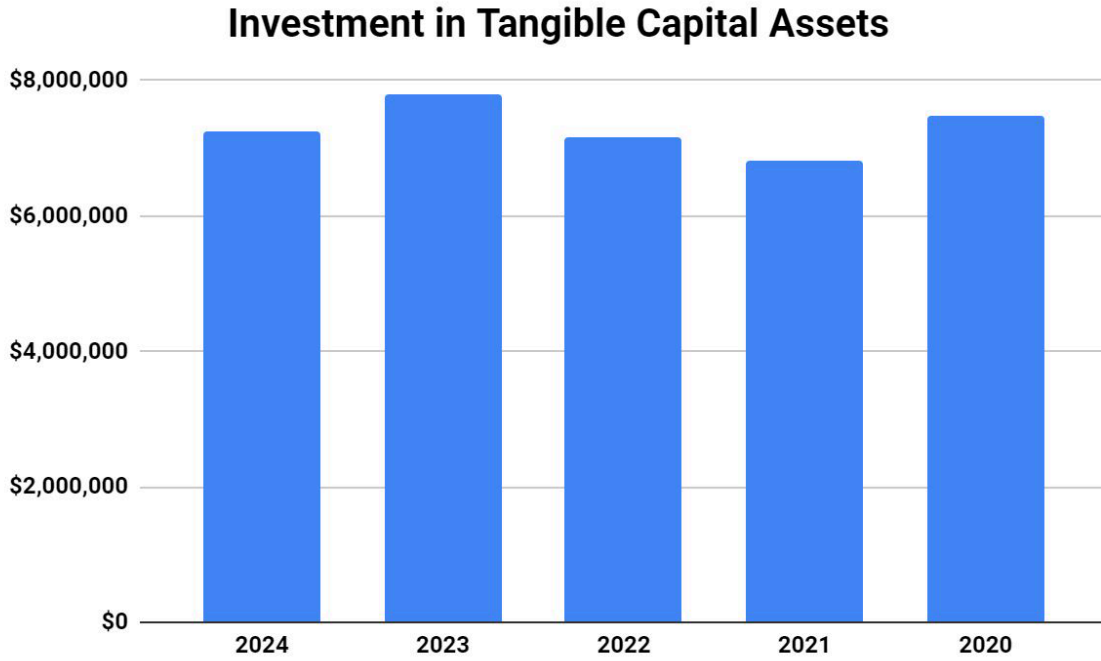
- Investment in tangible capital assets
 - \$7,247,143, 58.72%
- Endowments
 - \$93,644, 0.76%
- Operating Reserves
 - \$4,474,794, 36.26%
- Capital Reserves
 - \$526,361, 4.26%

Chairperson:

Louise E Bente

Secretary Treasurer:

T. Bente



Chairperson: *Louise E Berte* Secretary Treasurer: *TParker*

Accumulated Operating Surplus & Capital Reserves

- Operating surplus & capital reserves allow the Board to respond to capital purchases and operational needs which include:
 - Bus purchases - Three 71 passenger and two 54 passenger units estimated cost of \$750,00 budgeted in 2024-2025
 - Fleet vehicle purchases (instruction, PO&M, admin & transportation) - 3 admin vehicles estimate of \$105,000 and 1 maintenance vehicle estimate \$85,000 budgeted for 2024-2025
 - Equipment purchases (mowers, trailers, transportation equipment) one facility mower estimated at \$30,000 budgeted in 2024-2025
 - Technology evergreening equipment. Classroom displays, photocopiers, access points, teacher units and maintaining student to chromebook ratios - 750 student and 200 staff devices budgeted for 2024-2025
 - School furniture upgrading to flexible learning environments

Chairperson:

Louise E Bente

Secretary Treasurer:

T. P. Bente

Operating Reserves

- \$4,474,794 (\$4,184,612 - 2023) which includes
 - \$636,734 in school site reserves
 - Used to upgrade classroom furniture and equipment, augment staffing allocation and technology allocations
 - \$700,910 in international reserves
 - Used to purchase/maintain Coach buses and supplement supports at sites with International populations including augmenting staffing allocation
 - \$3,137,150 in evergreening and contingency reserve
 - Used to maintain evergreening efforts in technology and classroom infrastructure as well as any unanticipated funding changes or unsupported contractual requirements
 - Contingency also covers any approved or realised budget deficits in the future

Chairperson:

Louise E Bente

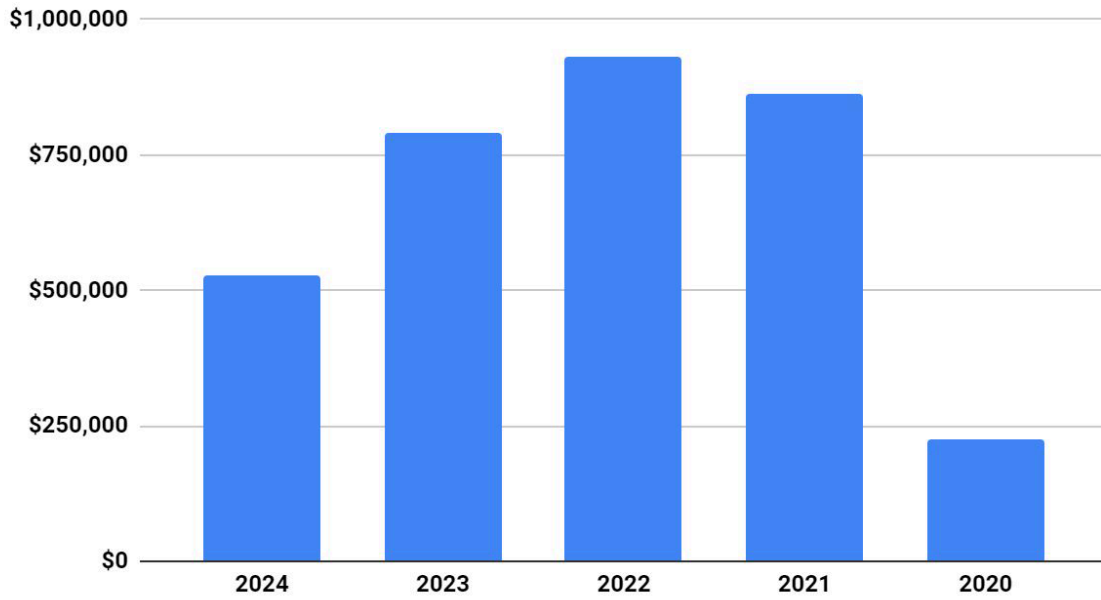
Secretary Treasurer:

T. P. Bente



Chairperson: *Louise E Bente* Secretary Treasurer: *TPenther*

Accumulated Capital Reserves



Chairperson: *Louise E Berte*

Secretary Treasurer: *TPenther*